WOODTON PARISH COUNCIL MEETING
Minutes of the Parish Council meeting held on Tuesday 12th December 2017 at 7.30pm in Woodton Village Hall

**Present:** Andrew Weatherley – presiding (AW), Jane Wickstead (JW), Ian Butler (IB), Mark Leeson (ML), County Cllr Barry Stone (BS), Tricia Gunson - Chairman of Bedingham Parish Meeting (TG), Yvonne Wonnacott – Parish Clerk (YW).
**Apologies:** Danny Laskey (DL), Caroline Seaman (CS), Lorraine Potter (LP), District Cllr Alison Thomas (AT).
**Members of the Public:** Two.

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<th>Item</th>
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| 2017/103   | Chairs Welcome.  
Apologies: Danny Laskey, Caroline Seaman, Lorraine Potter and District Cllr Alison Thomas. |
| 2017/104   | Declaration of any Interests in items on the Agenda.  
None. |
Minutes were approved and signed by the Chair. |
| 2017/106   | Matters arising from the Minutes of the Parish Council Meeting held 7th November 2017 - not to be covered by specific items on this agenda.  
Defibrillator Sign  
As per minute reference 2017/91, purchase of defibrillator sign, Cllr Seaman was to raise item with Village Hall Committee for approval, Cllr Seaman to report back at January meeting.  
Playing Field Porta Cabin  
As per Finance and Admin Report Parish Clerk awaiting further information from Charlotte Whyte with regard to safeguarding issues, Charlotte Whyte is waiting for a visit from the Safeguarding Team. |
| 2017/107   | Suspension of meeting for Public Participation.  
None. |
| 2017/108   | Report from the County Councillor.  
Cllr Stone provided December report, as previously circulated via e-mail. No further updates. Cllr Stone to hasten outstanding Highways works with Gary Overland, Parish Clerk to forward to Cllr Stone e-mail sent to Gary Overland on 15/08/17 detailing agreed works. |
Apologies received from District Cllr Thomas who e-mailed report to Parish Clerk as circulated, Chair read out report to meeting. Summary as follows;  
- Parish boundary review work completed by South Norfolk Council (SNC), recommendation to Boundary Committee was no change for Woodton or Bedingham. |
- SNC and Broadland continue to look into closer working and potential sharing of staff.
- Cabinet decided Build Insight (the Councils building control company) is joining forces with Norse to increase business and capacity.

### 2017/110 Finance Matters.

- **Finance and Admin Report with Financial Summaries**
  - Parish Clerk circulated this report prior to the meeting. Report approved.
- **Expenditure for approval**
  - All approved.
- **Draft Budget/Precept 2018/19**
  - All agreed item to be referred to January meeting where there may be a further update on Suckling Place.

### 2017/111 Planning Items

- **Applications received to date:**
  - 2017/2470, Westview Barn – All agreed Parish Clerk to respond back “no comment”.
  - 2017/2768, Shambol Cottage – All agreed Parish Clerk to respond back “no comment”.
- **Decision notices received to date**
  - None.

### 2017/112 Clothing Bank

- Parish Clerk to add item on home page of website advertising clothing bank and opening hours. Cllr Wickstead to email resident of Mill Gardens with update.

### 2017/113 General Data Protection Regulation (GDPR)

- All agreed appointment of DPO, formation of Personnel/Data Protection Committee and policies, terms of reference etc. as referred to in Finance and Admin Report to be adopted at March 2018 meeting. Agreed to Parish Clerk claiming overtime for any additional work incurred.

### 2017/114 Suckling Place.

- Chair advised application submitted to Tesco’s Bags of Help, however notification received of reduced grant amount of £4,000. Chair requested Parish clerk to reduce figures approximately by half to fall within new criteria.
- Cllr Butler advised significant clearance work had been undertaken. The Probation Service will be helping with works on site from 22\(^{nd}\) to 27\(^{th}\) January 2018. Helen Sibley (SNC) has put together a document which will go to the Senior Leadership Team, where she hopes they will be able to agree divestment. Once she has this she will ask NPLaw to sort out the legal paperwork.

### 2017/115 Woodton United Charities

- Ian Butler is Vice-Chair and Liz Billet is Chairman. Cllr Butler advised land has been sold and monies received. Currently looking at inviting organisations to submit application for money through an agreed application form/pack.

### 2017/116 Emergency Plan / Get Ready for Winter (SNC e-mail)

- All agreed not at a point to progress further on emergency plan.
as full Parish Council required, to be deferred to next meeting. Get Ready for Winter e-mail is on both website and noticeboard. Cllr Leeson to check salt bins. | ML

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<th>2017/117</th>
<th><strong>Ravens Den.</strong></th>
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<td>Cllr Leeson advised has met with interested parties. Cllr Leeson in process of costing up roof for shelter. Cllr Leeson to check required standards for playground shelters. Cllr Leeson continues regular maintenance works/checks. Interested parties have new ideas which are to be discussed further in the New Year.</td>
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| 2017/118 | **Correspondence** – Received to date. None |

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<th>2017/119</th>
<th><strong>Date of next Parish Council meeting and items to be considered for the agenda.</strong> Date of next Parish Council meeting is Tuesday 16th January at 7.30pm. Items to be considered for agenda as follows;</th>
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<td>- Precept sign off, with allowance added for Suckling Place</td>
<td>- Suckling Place update</td>
<td>AW</td>
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<td>- Emergency Plan</td>
<td>- Empty property on Triple Plea Road.</td>
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| 2017/120 | **Chairman’s urgent business** – if any. Cllr Butler advised house numbers 6 and 8 are still empty in Suckling Place. Parish Clerk to re contact Saffron Housing to obtain update. Cllr Butler advised as per minute reference 2017/100 property in Triple Plea Road, tidying up works have not been carried out. Item to be raised with District Cllr Thomas at January meeting. Chair advised that he will carry out a tidying up exercise of Parish Council land where bonfire was situated. |

The meeting closed at 8.40 pm.

Minutes prepared by Yvonne Wonnacott 13/12/17

Approved ...................... Date .....................